

M S P



MANAGERIAL SELECTION PROCESS

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING BRIDGE ENGINEER
(12-24 MONTHS LIMITED TERM, MAY BECOME PERMANENT)**

POSITION TITLE: **OFFICE CHIEF BRIDGE DESIGN, DIVISION OF ENGINEERING
SERVICES / SOUTHERN CALIFORNIA**

SALARY: **\$9,866 - \$11,208**

LOCATION: **DISTRICT 7 – DIAMOND BAR**

FINAL FILING DATE: **MARCH 17, 2015**

MSP NUMBER: **15MSP06**

DUTIES/RESPONSIBILITIES

Under the direction of a Division of Engineering Services Principal Bridge Engineer, the Supervising Bridge Engineer, is responsible for project delivery relative to bridge design work primarily in Southern California for Caltrans. May also assist the engineer in charge of a functional area performing difficult and complex bridge or transportation-related structure engineering work in the field or headquarters office; or as a departmental representative, a staff specialist, a consultant in a specific bridge or transportation-related structure engineering field, or on a complex project or research study.

Responsibilities include, but are not limited to:

**SUPERVISING BRIDGE ENGINEER
GL40 - 3184 – 15MSP06**

**Final File Date: March 17, 2015
Bulletin Release Date: February 24, 2015
Department of Transportation**

- Directs the work of a Bridge Design Office which includes several bridge design branches by assigning projects to staff, monitoring work progress, and participating in strategy and Type Selection meetings with the goal to solve project related issues.
- Coordinates branch activities, with other Bridge Design Offices, Preliminary Investigations, Geotechnical Services, Structure Office Engineer, District, and with other Caltrans units to ensure the timely delivery of plans, specifications and estimates (PS&E) for bridges and related projects.
- Supports the development and updates to Memos-to-Designers, Bridge Design Specifications, Bridge Design Aides, and other policy/technical materials deemed necessary to enhance design product quality, efficiency and timeliness of delivery. Participates on and provides guidance to committees designed to improve project delivery processes and procedures.
- Works closely with District Project Managers and design staff at the project development stage to assist in defining project scope and costs by participating in project development team meetings. Collaboratively discuss structure design issues with District partners to solve problems and facilitate the most appropriate design solution for the specific transportation project concerns.
- Responds to requests for staff work from the Deputy Chief, Structure Design, and the Division of Engineering Services (DES) Directorate. Respond to requests to convene special committees or work teams to address specific areas of concern related to structure design, construction and maintenance. Prepares written correspondence to the requestor defining the problem statement, the proposed resolution and any mitigating or outstanding concerns.
- Provides specialized services to Structure Construction, Structure Maintenance, and other Caltrans units. Participates in discussions leading to issue resolution, assigning specialized design work to assist in program delivery, and formalizing design policy/procedural issues for distribution to functional areas, ensuring consistency in project development.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of structure engineering experience as a Senior Bridge Engineer in the California state service.

Or II

Experience: One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service AND at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

Or III

Experience: Broad and extensive (five or more years) engineering experience in the design, construction and maintenance inspection of bridges, major transportation-related structures, or Transportation related buildings. [Three years of the experience applied to this pattern must include (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior Bridge Engineer in the California state service.]

KNOWLEDGE AND ABILITIES

Knowledge of: Purposes, organization, policies, and procedures of Caltrans and the Division of Engineering Services; methods of design and construction of various types of bridges and

transportation-related structures; characteristics of materials and equipment used in structure design and construction of bridges and transportation-related structures; factors affecting structure type selection; maintenance inspection and load rating of structures; structure seismic criteria and program; principles of project management including scope, schedule and budget; consultant contracting process, including consultant selection and contract management; external financing of transportation facilities; budgetary and resource matters; economics of bridge design and financing and handling of construction work by contract; principles and techniques of personnel management and supervision; planning and directing the work of others; Caltrans' equal employment opportunity and labor relations program objectives; a supervisor's role in maintaining effective safety, health, equal employment opportunity and labor relations programs, and the processes available to meet these program objectives; basic safety and health regulations contained in the General Industry Safety Orders; safety and health policies and procedures as contained in Caltrans's Injury and Illness Prevention Program.

Ability to: Plan and direct the work of an engineering and administrative staff; analyze technical situations accurately and recommend or adopt an effective course of action; initiate correspondence and prepare complete and comprehensive reports; exhibit tact and diplomacy; address an audience effectively; work effectively with Caltrans' districts, consultants, local government agencies and other transportation financing agencies; negotiate for consultant services; be flexible and adaptive to changes; gain the support and confidence of top level management and advise them on a wide range of transportation matters; analyze and implement administrative policies and organizational procedures; work successfully with others to gain their respect and confidence; effectively contribute to Caltrans' safety, health, equal employment opportunity and labor relations program objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidates demonstrated:

- Knowledge of Caltrans' mission, vision, goals, programs and policies.
- Knowledge of Caltrans' project delivery and management processes and the role of the Division of Engineering Services in those processes.
- Ability to develop and implement organizational improvements and/or innovations.
- Knowledge of Principles of project management including management of scope, schedule, resources and budget; be flexible and adaptive to changes.
- Ability to supervise a multi-disciplinary professional staff; initiate and maintain positive working relationship with internal and external partners and customers; participate in public forums; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Ability to communicate effectively, both orally and in writing and to make effective presentations and competently represent Caltrans before state, federal, and local agencies, industry advocacy groups and the business community in structure design matters.
- Factors affecting structure type selection, seismic performance, design, construction, and maintenance of various type of bridges and transportation related structures.
- Analyze technical situations accurately and recommend or adopt an effective course of action.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), and interview will be used to rate candidates. A pool of candidates will be

created for the specific position identified on this bulletin which will include the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 15MSP06**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- "Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**"

State application and Statement of Qualifications must be received or postmarked by the final file date of **March 17, 2015**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications is to be submitted to:

**Department of Transportation
ATTN: Barbara A. White (15MSP06)
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Barbara White at 916-227-7513.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to the Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.